
Trade Clerk Resume

Job Objective

To secure the position of Trade Clerk that will allow me to utilize acquired skills and experience.

Work Experience:

Trade Clerk
Ruby Corporation, Minneapolis, MN
May 2004 – Present

- Managed transaction processes by computing trades into the investment accounting system.
- Confirmed trades with broker and dealers
- Assisted with trade settlement issues.
- Supported the store teams in serving the customer efficiently.
- Ensured to meet and greet suppliers and manufacturers.

Trade Clerk
Pearl Corp, Minneapolis, MN
March 2002– April 2004

- Analyzed sales performance of products on promotion versus pre promotion.
 - Produced sales reports based on category analysis.
 - Maintained margins as directed by the Trading Controller.
 - Awarded allocations based on sales history.
 - Administered to develop supplier relationships.
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Summary of Qualifications:

- Excellent communication skills in English
 - Knowledge of investment analytical tools
 - Familiarity with capital markets and relevant coursework
 - Ability to work independently
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Education:

Bachelor's Degree in Accounting
Monroe Community College, Rochester, NY

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